

D R A F T

MEMORANDUM FOR: Chief, Personnel Division, Office of Special Activities

SUBJECT : Four-Day Workweek

REFERENCE : Your memo dated 30 May 73, same subject

1. I have reviewed the informal proposal you forwarded with referent memorandum for a 10-hour, four-day workweek at [REDACTED] STATINTL

2. In answer to your specific question, this proposal is not feasible under our present regulations and general policy. As you will note in [REDACTED] nonstandard work weeks may be approved by the Deputy Director for Management and Services in exceptional circumstances to and when advantageous operations which are staffed on a 24-hour basis [REDACTED]

3. I might mention that the history of the studies leading to the regulatory change that permits consideration of nonstandard workweeks indicates a primary concern for units that ~~must~~ must maintain a 24-hour shift schedule, usually seven days a week. For the most part, such units have been computer centers, although there are a number of watch centers for which nonstandard schedules have been approved. In all instances, the schedules require 24-hour coverage.

4. It would appear therefore that there is no possibility of a request for a 10-hour day, four-day week being approved under current policy and regulations. If you ^{believe} should feel that the case you have to present is essentially advantageous to your operations, the presentation would have to be made on the basis of a request to change the regulations permitting the approval of nonstandard workweeks for operations which are not staffed on a 24-hour basis.

5. Please let me know if you have any questions or wish to pursue this further.

JLO

STATINTL

Approved For Release 2002/01/08 : CIA-RDP83-01004R000200030008-2

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Approved For Release 2002/01/08 : CIA-RDP83-01004R000200030008-2